

FOREIGN TRANSCRIPT EVALUATION

If you have completed college or university course work, including a bachelors or higher degree, or a professional preparation program, at an institution in a country other than the United States, and wish to apply for a California teaching or school services credential, permit, or certificate, you **MUST** contact one of the organizations listed on the reverse side of this leaflet for a complete evaluation of foreign transcripts, degrees, and relevant documents. If a college or university in the United States has accepted your coursework from another country, you will nevertheless need to have your coursework evaluated by one of the organizations listed on the reverse of this leaflet, *if you are using the foreign coursework for credentialing purposes*. These organizations are private agencies and do charge a fee for their service. The California Commission on Teacher Credentialing has final authority to accept the equivalency of course work.

If you wish to have your education outside the United States evaluated by one of the organizations listed on the reverse side of this leaflet, you must follow the procedures outlined by each individual organization. **You must send original, official documentation when requesting an evaluation.** Additionally, if you are utilizing the World Education Services for an evaluation, it is essential that you indicate on their application that the evaluation is for teaching in California. Please see the reverse of this form for more information.

NOTE: Although it is recommended that you obtain a detailed report, a general report which only verifies degree equivalency maybe sufficient if you are applying for an emergency permit for 30-day substitute teaching service. All other credential applications require a detailed report. Speak to your employer about which report is appropriate.

APPLICATION PROCEDURE

When you apply to the Commission for a credential, permit, or certificate, you **must** include the following documentation:

1. a completed *Application for Credential Authorizing Public School Service* (form 41-4) for each credential, permit, or certificate that you are requesting, and the appropriate processing fee;
2. a completed *Application for Character and Identification Clearance* (form 41-CIC) and two fingerprint cards (form BID-7 revised 11/87 or later) along with the appropriate fingerprint card processing fee, unless your prints have previously been processed by the Commission;
3. the official verification transcript showing that you have passed the California Basic Educational Skills Test (CBEST) if it is required for the credential, permit, or certificate;
4. a photocopy of original transcripts, degrees and relevant documents **AND** the original copy of the evaluation completed by one of the agencies listed above. The Commission on Teacher Credentialing cannot accept the World Education Services evaluation unless it states that the purpose of the WES evaluation is for teacher certification in California;
5. the original score report and the test development and administration fee for the appropriate Praxis or SSAT assessment scores if required for the credential, permit, or certificate (note: the test development and administration fee is only required if all appropriate examinations were passed prior to October, 1996); and
6. letters from previous employers verifying teaching or other school service experience if required for the credential, permit, or certificate.

EDUCATIONAL CREDENTIAL EVALUATORS, INC.
P.O. BOX 92970, Milwaukee, WI 53202-0970
Telephone (414) 289-3400 FAX (414) 289-3411
E-mail EVAL@ECE.ORG ECE homepage: <http://www.ece.org>

Applications available from ECE, ECE's internet homepage or the Commission.

Rush service is available for an additional cost.

EDUCATIONAL RECORDS EVALUATION SERVICE
777 Campus Commons Road, Suite 200, Sacramento, CA 95825-8309
Telephone (916) 565-7475 -- FAX (916) 565-7476

Please follow the instructions on ERES application and fee schedule, which are available at the Commission or by writing or calling ERES.

Twenty-four hour or seven-day rush service is available for an additional cost.

**INSTITUTE FOR INTERNATIONAL CREDENTIALS EVALUATIONS
AT CALIFORNIA STATE UNIVERSITY, FRESNO**
5150 North Maple Avenue, Room 211, Fresno, CA 93740-0056
Telephone (209) 278-7622 -- FAX (209) 278-7879

It is very important that you provide complete and accurate information to IICE and to follow the directions in their application packet.

Three-day priority or twenty-four hour rush service is available for an additional cost.

**INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC.
CREDENTIALS EVALUATION SERVICE**
P.O. BOX 66940, LOS ANGELES, CALIFORNIA 90066 (310) 390-6276
APPLICATION FOR CREDENTIALS EVALUATION REPORT

B. Evaluation Request:

1. Identify your field of study (check one box only)

☒ Academic (non-health profession)

Five business day or twenty-four hour rush service is available for an additional cost.

WORLD EDUCATION SERVICES
P.O. Box 745 • Old Chelsea Station • New York, N.Y. 10113-0745
APPLICATION FOR EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS

Be sure to state your purpose as Teacher Education in California when requesting a WES evaluation.

PLEASE PRINT ALL INFORMATION

PURPOSE OF EVALUATION (Check appropriate boxes)

☒ Professional Licensing/Certification
Field TEACHER EDUCATION
State CALIFORNIA

One-day, three-day, or ten-day rush service is available for an additional cost.
